



**Minutes of a meeting of the Board of Watford BID Ltd ('The Company') held at Atria Management Suite, Lower High Street, 9.00 am on 17<sup>th</sup> May 2023.**

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Present:	Saffron Johnson Daniel Berko Kathryn Robson Jill Farnsworth Simon Plumb Kwame Tefe (Chair) Donna Nolan Donna Lawrie Mark Ryan	Watford Chamber of Commerce Aspect Property Group Watford Borough Council Watford BID Ltd Atria Moon Under Water Watford Borough Council One YMCA Metro Bank
In Attendance:	Glen Hemenstall Kara Mesiano Peter Taylor Cherie Norris David Vickery	Watford BID Ltd Watford BID Ltd Elected Mayor of Watford Watford Borough Council Pryzm and Steinbeck & Shaw

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Kwame Tefe (Chair) welcomed everyone to the board meeting of the company.

**1. Apologies**

No Apologies, all board members were in attendance.

**2. Minutes of Previous Board Meetings**

The minutes of the Board Meeting held on 14<sup>th</sup> March 23 were approved.

**3. Matters Arising**

At the Board meeting held on 14<sup>th</sup> March 23, Jill Farnsworth advised she would explore other contractors for the maintenance contract, for the floral displays, including a local company and the company currently contracted by Atria and present all quotes at the next board meeting. This matter is ongoing, and Jill Farnsworth will update the board of directors once a contractor has been appointed.

**4. Statutory and Corporate Affairs**

**a) Company Membership**

Company membership application received from Watford Chamber of Commerce. It was resolved that Watford Chamber of Commerce be a member of the company.

**b) Directorate**

**i) Resignations and Appointments**

It was noted that Maria Manion had resigned as Director of the company on 31<sup>st</sup> March 23 and Gary Foley had resigned as a Director of the Company on 17<sup>th</sup> May 2023.

It was resolved that David Vickery, Pryzm and Steinbeck & Shaw, be appointed as a Director of the Company with immediate effect.

**ii) Other**

It was announced the current Chair of Watford BID, Kwame Tefe would like to resign from the position of Chair but remain as a board director of the company. Jill Farnsworth confirmed that the Chairs job description has been circulated to all current board directors and any interest in the role to be submitted by email to Jill Farnsworth. Kwame Tefe will remain as Chair of the company until a new Chair is appointed.

**iii) Directors interests - To note any interests/conflicts of interest**

There were no interests/conflicts of interest raised.

**c) Annual General Meeting (AGM)**

It was agreed the Annual General Meeting be held on 12<sup>th</sup> July 23 from 12.30pm, following the scheduled board meeting at Atria Management Suite.

**5. The Way Forward: 2023 – 2026**

A board decision paper had been circulated to the Board prior to the meeting and a presentation was shared at the board meeting. The contents were noted and discussed. The following decision was agreed by board directors:

The Watford BID business plan 2023-2026 was agreed in principle and that working subgroups are required to review the proposed outputs and agree any variations, to enable the business plan to be agreed at the July board meeting.

Action:

Proposed BID goals identified in the business plan to be circulated to board members with suggested dates for each working groups – Jill Farnsworth

Copy of the presentation to be circulated to board directors – Jill Farnsworth

**6. Watford Town Centre Marketing Plan**

The Watford Town Centre Marketing Plan was deferred by board directors to be discussed at the proposed working group.

Action:

Copy of the marketing plan to be circulated to board directors – Jill Farnsworth

**7. Coronation celebrations review**

A project summary report paper had been circulated to the Board prior to the meeting. Due to time constraints the contents were not noted and discussed. Board of directors were asked to contact Kara Mesiano by email with any feedback.

#### **8. Updates from board members**

Board directors were advised by Jill Farnworth, this is a new item on the agenda, to allow board directors to have an opportunity to provide relevant updates on their business to the company.

There were no updates from board directors. Donna Lawrie took the opportunity to pass on thanks to Simon Plumb for supporting an upcoming charity event.

#### **9. Future board meeting dates:**

- 12<sup>th</sup> July 23 10.30am – 12.30pm
- Annual General Meeting (AGM) 12<sup>th</sup> July 23 12.30pm – 1.00pm
- 4<sup>th</sup> October 23 10.30am – 1pm
- 10<sup>th</sup> January 24 10.30am – 1pm

#### **10. AOB**

There was no other business.

#### **11. Confidential item**

A board decision paper had been circulated to the board prior to the meeting. The contents were noted and discussed in private by board directors.